

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-206-2022
Company Name	Librex Offshore s.a.l.
Industry	Manufacturer and Distributor
Vacancy	Marketing Executive
Number of vacancies for that position	
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	FT
Major(s)	Marketing, Business or relevant field
Degree	Bachelor degree
Years of Experience	2 years of experience
Location	Zalka
Remuneration & Benefits	
Currency (LBP, Dollar, Lollar)	
Tasks & Responsibilities	<p>Responsibilities:</p> <ul style="list-style-type: none"> - Undertake daily administrative tasks to ensure the functionality and coordination of the department's activities - Support Marketing Executives in organizing various projects - Conduct market research and analyze - Assist in the organizing of promotional events and traditional or digital campaigns and attend them to facilitate their success - Prepare and deliver promotional presentations - Compose and post online content on the company's website and social media accounts <p>Requirements:</p> <ul style="list-style-type: none"> - Good understanding of office management and marketing principles - Demonstrable ability to multi-task and adhere to deadlines - Well-organized

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- Excellent knowledge of MS Office and online applications
- Very good Interpersonal Skills

BA in Marketing, Business or relevant field